HOW TO SUBMIT A PROGRESS REPORT

Here is a list of the steps that need to be followed to submit a Progress Report (followed by images of the webpages):

1. Make sure that you are on the Professor Home page (showing a list of your classes)
2. Click on Progress Reports hyperlink next to the course in which the student(s) of concern is enrolled
3. Click on the checkbox(es) next to the student(s) of concern
4. Click on the Actions dropdown menu
5. Select Create a New Progress Report
6. Complete the information in the ADD A NEW PROGRESS REPORT dialog box
7. Click on Submit Report